



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

11/6/14

Bethany Hinkle  
200 SE 3<sup>rd</sup> St  
Morning Sun IA 52646

Dear Bethany,

This letter is in regards to the 11/4/14 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

110.7(3) Record checks. The department shall submit record checks in Iowa for each registrant, substitute, and staff member, and for anyone living in the home who is 14 years of age or older and anyone having access to a child when the child is alone. The purpose of these record checks is to determine whether the person has committed a transgression. The department may use Form 470-0643, Request for Child Abuse Information, and Form 595-1396, DHS Criminal History Record Check, Form B, or any other form required for criminal and child abuse record checks. The department may also conduct criminal and child abuse record checks in other states and may conduct dependent adult abuse, sex offender registry, and other public or civil offense record checks in Iowa or in other states.

**This worker observed another adult in the home holding an infant daycare child. Bethany will need to obtain background checks on this individual and have this individual approved as an assistant for her daycare prior to using this individual in this capacity. This worker had Bethany sign a voluntary safety plan to this extent.**

☐ 110.4 No more children are in care than the rules for the specific category will allow.

**This worker observed 5 children under the age of 24 months at 12:00 pm at the start of today's compliance visit to the home. This worker observed 9 total children present at 12:30 pm in the home. The provider was able to come into number compliance at 2:15 pm. This worker had the provider sign a safety plan that they would remain within legally allowed numbers for her category of daycare home at all times. This worker assisted the provider in strategizing how to remain within numbers given the current daycare children that she had enrolled.**

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

☐ 110.5(1)e Electrical wiring shall be maintained.

☐ 110.5(1)e All accessible electrical outlets are safely capped.

**Bethany needs to place a safety cap in one outlet in the bathroom.**

☐ 110.5(1)h A safe outdoor play area is maintained in good condition throughout the year.

**Bethany needs to move/store hole auger, air compressor, tiller and anti-freeze present.**

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2)a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every two years.

**Bethany needs to show documentation of current immunization status for dTap for Carter and Colton.**

☐ 110.5(3) Activity Program.

☐ 110.5(3)e All play equipment and materials are in a safe condition, for both indoor and outdoor activities.

**Bethany needs to replace or repair hole on Little Tikes Slide.**

☐ 110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

☐ 110.5(8)e For infants and preschoolers: A statement of health signed by a physician submitted annually.

**Need updated physical for B.C.**

☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

**Need information on form for M.V.(18 mos), M.V.(4), B.W.**

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health.

**Need update for A.O., B.C., J.M. Need for M.V.(18 mos), Need signature and date on form for R.C., G.W.**

☐ 110.9(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "B"

☐ 110.9(1)a Not more than six preschool children present at any one time including infants.

**This worker observed 5 children under the age of 24 months at 12:00 pm at the start of today's compliance visit to the home. This worker observed 9 total children (non-school aged) present at 12:30 pm in the home. The provider was able to come into number compliance at 2:15 pm. This worker had the provider sign a safety plan that they would remain within legally allowed numbers for her category of daycare home at all times. This worker assisted the provider in strategizing how to remain within numbers given the current daycare children that she had enrolled.**

☐ 110.9(1)b Of these six children, not more than four children who are 24 months of age or younger are present at any one time.

**This worker observed 5 children under the age of 24 months at 12:00 pm at the start of today's compliance visit to the home. This worker observed 9 total children (non-school-aged) present at 12:30 pm in the home. The provider was able to come into number compliance at 2:15 pm. This worker had the provider sign a safety plan that they would remain within legally allowed numbers for**

**her category of daycare home at all times. This worker assisted the provider in strategizing how to remain within numbers given the current daycare children that she had enrolled.**

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations by 12/22/14.**

☐ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur sometime on or after **12/22/14**.

Please do not hesitate to contact me at DHS at (319) 208-5521 if you have any questions regarding this letter.

Sincerely,

Chad Reckling  
Social Worker II

*MACHELLE PEZLEY*  
Machelle Pezley  
Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-866-324-3236

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to [http://www.dhs.state.ia.us/Consumers/Child\\_Care/Professional\\_Development.html](http://www.dhs.state.ia.us/Consumers/Child_Care/Professional_Development.html) and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).